



Indiana Department of Homeland Security

Information Bulletin

Date: January 23, 2014

Bulletin No: 14.G002

To: Public School Superintendents, Charter School Administrators

From: Rachel Woodall, IDHS Grants Management

Subject: Indiana FY2015 Secured School Safety Grant Program Funding
Opportunity Announcement (FOA)

Purpose

The purpose of this Information Bulletin is to provide guidance and information regarding the State Fiscal Year (FY) 2015 Secured School Safety Grant Program and the process for submitting proposals to be considered for funding by the Secured School Safety Board.

Funding Information

Available funding for the FOA: \$9,700,000.00

Projected Award Start Date(s): 07/01/2014

Projected Award End Date(s): 06/30/2015

Period of Performance: 12 months

Program Overview

The FY2015 Secured School Safety Grant Program is a dedicated state grant fund to provide matching grants to school corporations, charter schools, or a coalition of school corporations and/or charter schools applying jointly to:

- Employ a school resource officer
- Conduct a threat assessment
- Purchase equipment to restrict access to the school or expedite the notification of first responders

A school corporation or charter school may receive only one matching grant each year of up to \$50,000 to an applicant that has an average daily membership of at least 1,000 students or that is a coalition of schools applying jointly. A school corporation, charter school, or coalition of school corporations and/or charter schools with an average daily membership of less than 1,000 may receive a matching grant up to \$35,000. The State share of the cost of an activity carried out using funds made available under the program shall not exceed 50 percent of the total project. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all requirements and regulations.

EXAMPLE: If the total cost of an eligible project is \$100,000, and the applicant has an enrollment greater than 1,000 students, the grant recipient is eligible to request \$50,000 in FY2015 Secured School Safety Grant Program funding; the balance of \$50,000 is the grant recipient's (match) share.

Solicitation

The FY2015 Secured School Safety Grant Program has certain requirements that must be addressed in the grant application. In order to ensure that the funds are utilized to maximize effectiveness, the following information will be asked for in the application:

- A concise description of the school corporation's or charter school's security needs.
- The estimated cost of the program to the school corporation or charter school.
- The extent to which the school corporation or charter school has access to and support from a nearby law enforcement agency, if applicable.
- The average daily membership of the school corporation or charter school (or the combined average daily membership of the coalition of schools applying jointly).
- A statement whether the school corporation or charter school has completed a local school safety plan and has filed the plan with the county school safety commission for the county in which the school corporation or charter school is located.
- Any other information required by the Board.

Eligible Applicants

Eligible applicants include any Indiana school corporation, charter school, or a coalition of school corporations and/or charter schools located in a county that has a County School Safety Commission. All applications will be processed through the Indiana Grants Management System (iGMS: <http://myoracle.in.gov/hs>) and will include a required budget and proposal section. When an intent to submit (outlined below) is received, IDHS will also grant access to the iGMS and provide the user with a username/password to access the system and the proposal template.

A notice of intent to submit should be received by February 15, 2014. This can be accomplished through submission of the **Notice of Intent Form** via email to the Grants inbox at grants@dhs.in.gov. The Notice of Intent Form is available on the Secured School Safety Grant web page at <http://www.in.gov/dhs/securedschoolsafety.htm> and in iGMS. Please note that the form submission is a change in process from the FY14 grant.

Evaluation

FY2015 Secured School Safety Grant Program applications will be evaluated through a review committee comprised of both state and local partners for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed projects. The results from the review process may require applicants to revise submissions before the release of Secured School Safety Grant Program funding.

- *Program Needs and Approach (20 points)* — Does the applicant provide a concise overview of the project and the objectives? Does the applicant describe a valid needs assessment process? Does the applicant provide

- sufficient justification that this grant will help address the identified needs?
- *School Safety Overview (15 points)* – Does the applicant take an all hazards approach to school safety? What kind of professional development is provided to teachers, staff, and other employees to address school safety issues? Does the school have a certified school safety specialist?
 - *Law Enforcement (10 points)* – Does the applicant have a proactive school based partnership with local law enforcement
 - *County School Safety Commission (20 points)* – Does the applicant participate in the county school safety commission? Are the members listed sufficient to have an effective commission? Does the commission fulfil the duties described in IC 5-2-10.1-10? Have the most recent meeting minutes been uploaded? Has the applicant completed a school safety plan and filed it with the commission? How has the commission affected the school safety plans of the applicant?
 - *Sustainment (5 points)* – Have other funding opportunities been identified or pursued? Is there a solid plan to sustain and maintain the project if no additional funds are available?
 - *Performance Measures (25 points)* – Are the activities listed sufficient to support the objectives? Does the applicant include SMART objectives appropriate to the proposal? (Does the proposal include a description of the impact(s) the activities will have on the applicant's school safety efforts?) Does the applicant include appropriate measures to determine whether the anticipated impacts have occurred?
 - *Budget (5 points)* – Are the budget items reasonable, necessary and allowable? Is the budget justification sufficient to explain the necessity of each budget item?

A final evaluation and review process by the Secured School Safety Board will then determine which proposals receive funding and determine funding amounts.

Timeline

Proposals must be submitted via the iGMS no later than midnight on **March 10, 2014**. If there is legislation being debated in the General Assembly that would materially impact the grant, eligibility, or funding purposes, the deadline for submission will be extended accordingly. Awards will be made no later than **May 15, 2014**.

Additional Information:

Informational Seminars will be held within each of the ten (10) Indiana Homeland Security Districts during January and February 2014 to provide technical assistance on utilizing the iGMS, the FY15 application process, and grant writing techniques. Please see the attached schedule. Further helpful documents can be found at www.in.gov/dhs/grants/securedschoolsafety.htm.

Questions and Contact Information:

- Kimb Stewart, the IDHS Secured School Safety Grant Program Manager:
 - Kstewart@dhs.in.gov
 - 317-234-7793
 - 317-474-5291
- Beth Mahan, North School Safety Liaison (**After February 3, 2014**)
 - 317-474-7674
- Dan Goris, South School Safety Liaison
 - dgoris@dhs.in.gov
 - 317-474-5549

Any additional questions regarding iGMS or grants management can be directed to a member of the grants management staff at grants@dhs.in.gov or 317-234-5917.